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27 June 1949

TO : ADSO

FROM : TRS

CONFIDENTIAL

SUBJECT: T/O for Joint OSO/OPC Basic Training.

1. The recent decision of the DCI that the T/O for Joint OSO/OPC Basic Training would be assigned to OSO requires a re-examination of the strength needed to handle this phase of the Training program. In view of estimates of our future OSO and OPC training loads, I believe that the following T/O will be sufficient:

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Number	Position Title	Classification
[redacted]	Chief, Basic Phase	CAF-13
	Chief Instructors	CAF-12
	Instructors	CAF-11
	Jr. Instructors	CAF-9
	Adm. Assist.	CAF-7
	Training Assist.	CAF-5
	Jr. Librarian	CAF-5
	Basic Study Courses	
	Chief Instructor	CAF-12
	Jr. Instructor	CAF-9
	Clerk-Stenographer	CAF-5
	Total	

Document No. 040
NO CHANGE in Class. ☐
☐ DECLASSIFIED Class. CHANGED TO: TS S C
Auth: DDA Memo, 4 Apr 77 DDA REG. 77/1763
Date: 12/21/78 By: 010

2. It should be noted that this proposed T/O is designed to absorb the positions included in the present T/O for the OSO Non-Security-Cleared Pool (5 positions) as well as the 14 positions recently approved by the Executive for Joint OSO-OPC Basic Training. I have added one position and changed the grade levels and titles of several positions in order to have the proper balance of strength to run an adequate basic program for both offices.

3. Since this T/O is designed to serve both OSO and OPC, it seems to me that OPC should have some voice in the curricula and in the selection of instructors for basic training courses. I propose that the following principles be adhered to:

a. Personnel to staff out this T/O will be selected by the Chief, OSO Training, with the concurrence of the Chief, OPC Training.

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b. Once assigned to this T/O, personnel will be under the direct supervision of the Chief, Basic Phase, who will report to and be directed by the Chief, Staff Training Division, OSO Training.

c. Instructors already recruited or recruited in the future by OPC and assigned to this T/O may be withdrawn for other assignment by OPC, provided that sufficient notice is given the Chief, OSO Training, to find replacement.

d. Policy matters, including curricula, concerning Basic Training will be decided by the Joint Training Committee, through which OPC can influence the development of the Basic Training programs.

4. If the above T/O meets with your approval, I request that this paper be forwarded to the Executive, CIA, for final approval so that we can begin to staff out the T/O as soon as possible. The allocation of positions to OSO for joint training also gives us the responsibility for developing a staff and a program quickly and efficiently.

5. I should also like permission to submit my estimates for the T/O required to handle other joint programs - covert training, administrative training, etc. - as well as a plan for the reorganization of the OSO training staff. This reorganization is more urgent now that portions of OPC training are becoming OSO's responsibility.

[redacted]
Chief, TRS

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